

2018-2019

PARENT-STUDENT HANDBOOK



After the student and parent/guardian have carefully read the contents of this handbook, please sign, tear out and return the Student/Parent/Guardian Statement of Cooperation (below) to the student's classroom teacher or the school office by the due date. Returning this signed statement is required as part of the enrollment or re-enrollment procedure.

STUDENT/PARENT/GUARDIAN STATEMENT OF COOPERATION

I have read the Student Handbook. I took special note of the dress code and student conduct information. It is my personal desire and choice to attend this school. Thus I will voluntarily observe the principles, policies, guidelines, and uniform code set forth in this handbook. I will consciously seek to develop that pattern of life that will honor the Lord Jesus Christ in my personal, family, school and social relationships.

Signature of Student	Grade	Date
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Please note: If a student is living with more than one parent/guardian, each parent/guardian needs to sign one of the following statements. (The school will retain a copy of this signed documentation.)

Statement 1: I hereby acknowledge that I have read the Student Handbook and agree to fully support and adhere to the school policies outlined. I will continuously seek to develop my personal and family relationship with the Lord.

Signature of Parent or Guardian	Date
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Signature of Parent or Guardian	Date
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Statement 2: I hereby acknowledge that I have read the Student Handbook and agree to fully support and adhere to the school policies outlined. (Should one of the parents/guardians not be a Christian, this statement would apply.)

Signature of Parent or Guardian	Date
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DUE DATE Tuesday, October 2, 2018

Welcome to the 2018 – 2019 school year,

The guidelines found in the Student Handbook were established to create an environment that allows all of our students to learn and grow into the young men and young women God intended.

The 2018-2019 edition of the Student Handbook is only available online. You may access it by logging in with your family ID number and passcode. Click on the tab labeled MCS Parents-Forms and Docs. Please read through all sections of the handbook with your student(s) and help them understand the expectations we, as a school, have for them. After reading the handbook, **print a copy of the Statement of Cooperation, get the proper signatures, and send the signed form to the student's classroom teacher.** Each child is expected to return a signed Student/Parent/Guardian Statement of Cooperation form to their classroom teacher.

As staff, we are grateful for the faith you have shown by entrusting us with your most valuable asset and are thankful that you have chosen Phonics Phactory & Mayer Christian Schools to assist you in educating your child.

In Christ,

Brian Mayer
Founder/Administrator

Our Organizational and Educational Philosophy

Educational Ministries was established to educate children, parents and senior citizens in a Christian world-view. A Christian world-view sees God's laws and principles at the core of all understanding and knowledge, and all aspects of life stem from this core. It is, simply, to think Christian. This includes the ability to think clearly and listen carefully with discernment and understanding; to reason persuasively and articulate precisely; and to have the capability of evaluating their entire range of experience in the light of the Scriptures.

It is our desire to well-prepare individuals for all situations of life, possessing both information and the knowledge of how to use it to serve God effectively. To this end, we believe that Christian excellence in all subjects properly prepares students to relate to a lost world in all professions of life. The educational philosophy of Phonics Phactory & Mayer Christian Schools is based on participation in a student's life from three sources: the school, the parents, and the church. In a three-day-a-week class schedule, all three areas are necessary for a student to learn how to be successful.

At school, emphasis is given to learning study habits and self-discipline. Under the Phonics Phactory program, the elementary and middle school student will be involved eighteen hours/week in coordinated class time. Coupled with homework days, every student can learn to read, spell, compute, understand science, appreciate literature and learn from history. And in the event that a child requires more time to comprehend a certain subject, time is available in the classroom and at home to work through the difficulty. In addition, a three-day-a-week class schedule allows students to have optional time to spend in areas of specialization and creative interest (including sports and music lessons) on Fridays and Mondays.

Parents are the chief educators of their children. They provide motivation and consequences so that discipline can be learned. To that end, the Phonics Phactory will keep parents informed weekly, instruct them in how to support their student, and guide them in helping educate their student at home part-time. You will find a Parent's Curriculum Guide under Forms and Documents. It is designed to guide the student in the hours spent at home.

The church will be counted on for the major source of socialization and religious training. We encourage attendance at a children's or youth group event weekly. As a Christian school, it is our goal to support and enforce the teachings of Christ through the church. Every class is started with prayer.

Statement of Faith

The statement of faith of this organization will be based on a vital relationship with Jesus Christ. Educational Ministries believes:

- In one God-the Father, Son, and Holy Spirit.
- That the Old and New Testament Scriptures, given by complete inspiration, contain all the truth necessary to faith and Christian living.
- That man is born with a fallen nature, and is, therefore, inclined to evil.
- That those who feel no shame or regret for their attitudes and actions are hopelessly and eternally lost.
- That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is made righteous and reborn in spirit and saved from the dominion of sin.
- That believers live victorious lives through faith in the Lord Jesus Christ.
- That the Holy Spirit bears witness to the new birth and holiness of the believer.
- In the return of our Lord, in the resurrection of the dead, and in the final judgment.

Standards of Leadership

We believe leadership standards to be of utmost importance for our faculty, our staff and our volunteers.

- **Christian:** All board of directors, administrators, teachers and staff are to profess a personal relationship with Jesus Christ.
- **Character:** All leadership personnel are to be people of good report, who live the Christian lifestyle as evidenced by others. They are to possess a hunger for learning and growth, both academically and spiritually, which is resulting in Christian maturity.
- **Community:** All business dealings are to be above reproach and supportive of local churches and business communities.

General Information

Enrollment Policy

The Phonics Phactory admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs.

Testing Program

During the month of April, every student in grades 1-10 will be tested. As a member of A.C.S.I. (Association of Christian Schools International), we participate in the Terra Nova Third Edition administered by the Association. Any student enrolling after the first of December may not be able to participate due to test availability.

Teachers & Aides

If a parent/guardian is interested in assisting as an aide to a class, opportunities are available. Volunteer screening forms are available at the main office. All volunteers must be willing to be fingerprinted and registered with the local police department. Parents/guardians assisting in the classroom are to be dressed modestly.

Aide scheduling will be determined by the teacher and the administration.

Parents/guardians and teachers work together as a team to meet the educational needs of each child. Teachers work with the scope and sequence of material developed by ABEKA, ACSI, & Bob Jones Press. They present and reinforce new concepts, communicate regularly with parents/guardians, and monitor progress. The parent/guardian is expected to be a co-teacher by reinforcing what the student learns in class by practicing (drilling), helping with research and science projects, and reading with the student daily. In addition, the parent/guardian is the primary teacher in the homeschool health curriculum.

A student's attitude usually reflects the attitude of their parents/guardians. By being positive role models, parents/guardians can best effect their children's education by being a learner along with the child. Parents/guardians should discover areas of interest that parallel student's learning and set an example of how exciting it is to learn and discover!

Parents/guardians can sometimes be the best tutors. Instruction for homeschool times is available in the Parents Curriculum Guide, which is available online.

Elective Classes

In addition to core curriculum classes, the Phonics Phactory provides OPTIONAL ELECTIVES which are listed on the school website. Check the website regularly for current offerings.

Service Block 2018-2019

The service block provides relief to teacher's out-of-classroom responsibilities. This enables teachers to focus on classroom activities without distraction. Opportunities include supervising classroom lunch times, playground supervision, classroom sanitization, traffic control and building security.

Purpose:

- To relieve teachers from traffic control duties and lunch room supervision
- To keep the playgrounds supervised.
- To keep the building secure and doors monitored at times of entry and exit.
- To keep the classrooms sanitized and as germ free as possible.
- To keep the grounds a witness of excellence to the community.

Procedure:

Option A: Each family will serve 18 hours per school year. There will be two service periods

- 4.5 hour voucher by the end of first quarter
- 4.5 hour voucher by the end of second quarter
- 4.5 hour voucher by the end of third quarter
- 4.5 hour voucher by the end of fourth quarter

Option B: Payment Plan in Lieu of Service Block

Plan A is to pay \$400 in full by September. **Plan B** is four payments of \$100 due as follows:(all payments will billed through FACTS)

Payment 1: September

Payment 2: November

Payment 3: February

Payment 4: April

Requirements:

- Service may be served by any adult member of the family.
- Service block applications are due at the beginning of August. Assignments will be made by September.
- Service Block volunteers **MUST** attend the mandatory Service Block meeting held before school starts.
- A volunteer screening form must be completed by all volunteers each school year.
- Volunteers must be dressed modestly. It is recommended they be covered from the neck to the knee and from the shoulder to the mid-bicep.

PARENT START-UP

Parent Start-UP is scheduled the second week of school. This is an evening one-on-one meeting for parents/guardians. Parents/guardians will meet with their student's teacher in their classroom. Teachers will give parents/guardians specific tips for helping the student be a successful student. They will also answer parent/guardian questions. All families are **REQUIRED** to be represented.

School Office

The school office hours are 8:00 a.m. to 3:00 p.m. Tuesday-Thursday. The answering machine is on from 3:00 p.m. until 8:00 a.m. or during scheduled office closure. The office will be open 9:00 a.m. to 12:00 p.m. from the end of school in May until mid June. and beginning again August 15th until school begins. The telephone number is 503-661-5632.

Visitors

It is the duty of the administration of the school to provide for the security and safety of the premises of the school. All visitors are asked to respect our rules and standards. There should be **NO SMOKING** in the school building or on the school grounds. Visitors are asked to dress modestly. It is recommended they be covered from the neck to the knee and from the shoulder to the mid-bicep. No pets/animals are allowed in the building except for guide dogs. **All adult visitors (or former students) must enter through the school office, sign in, and receive a visitor badge to be in the building.**

Parent/Guardian Visits

It is the desire of the administration and faculty to be of service to both parent/guardian and student. The school welcomes and encourages parents/guardians to visit our classrooms to observe teaching and learning. We do require that all visitors obtain permission, normally 24 hours in advance, from the administration prior to visiting classrooms. Parents/guardians may schedule a time to visit their child's class but should not drop-in unannounced to talk to the teacher or disrupt the class. We also expect that parents/guardians visit at convenient times that will ensure uninterrupted classroom instruction. Note: Please remember teachers and other staff members must maintain supervision standards for the safety of the children.

Parents/guardians dropping off items for students such as lunches, instruments, papers, folders, projects, etc. should leave them at the office, and we will get the item to your child. We ask that you do not go to the classroom, as it disrupts the learning environment.

All visitors must first sign in at the school office and pick up a Visitors Badge before going to other parts of the building.

Address/Phone Change

Please notify school of any changes to address or phone numbers, including your emergency numbers (work, cellular, pager, etc.). **IT IS IMPERATIVE THAT THE SCHOOL BE ABLE TO REACH YOU AT ANY TIME.** It is never known when an emergency dismissal, not just snow, may arise.

School Directory Usage

A school directory will be produced and each family will be able to secure one copy for their personal use. Because we want to protect our families, the directory is provided for the use of school families only. It is not to be distributed without the school's permission and is not to be used to further business endeavors. It is a tool to help us knit together our school community. The same rules apply to class photos taken in October.

Personal Belongings

Please label all clothing and school supplies with your child's name, particularly with the uniforms. Students are not to bring costly items such as video games, digital cameras, iPods, or cell phones to school. If seen, these items will be confiscated and will need to be retrieved, from the classroom teacher, by a parent/guardian. Student cell phones are to be kept off and stored during school hours. Cell phones used during the school day will be confiscated and taken to the office, where a parent/guardian can pick them up after school.

Please check the lost and found periodically. Lost and found is located in the hallway of the middle school doors. Sometimes students are unaware they have lost clothing items. Once a quarter the items in the lost and found will be cleared out and turned over to charity

Medication

It is the policy of Phonics Phactory that no student may keep medication or other forms of prescribed drugs on his/her person or in his/her locker during the course of the school day.

All medication (prescription or non-prescription) must be checked in to the school nurse's office immediately upon arrival at school accompanied by a completed medication form. The school office will at no time dispense aspirin, etc. to any child without written permission. If a medication or medical procedure must be administered during school hours, the parent/guardian must complete a Medication Authorization Form.

All prescription medications must be in the **original** pharmacy container. Medication in plastic baggies will not be accepted. Any supplies needed for either medication or treatments, must be provided by the parent/guardian.

ASTHMA MEDICATION: If your student has asthma an Asthma Allergy Action Plan must be formulated with the school nurse and will be reviewed with the student's teacher

Grades 1st-10th may be allowed to keep their inhaler with them if parental consent is given.

Any student possessing medication which has not been turned in or reported to the office will be guilty of a serious breach of school regulations and could be subject to disciplinary action.

Special Health Need

If a student has a special health need, such as asthma, allergies, or diabetes, the parent/guardian should make the school nurse aware of the condition and fill out any necessary forms for the distribution of medication, P.E. limitations, and/or emergency care and actions necessary at school.

Immunization

All students are required to fill out an immunization form upon admission to Phonics Phactory. Students will not be permitted to attend school without documentation of required immunizations or verified medical or religious exemptions. All exemptions must be reviewed every year. If you have a returning student, immunizations will already be on file but you must update them as new immunizations are obtained.

Illness/Injuries Policy

Conditions requiring exclusion from school include:

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice
- Scabies

During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents/guardians. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. If necessary 911 will be called and parents/guardians will be contacted as soon as possible. **PLEASE BE CERTAIN THAT EMERGENCY CONTACT INFORMATION IS CURRENT.**

Control Of Communicable Diseases

Please report all contagious diseases to the school. This is of great help when other students in the class develop symptoms. These diseases would include:

- | | |
|------------------------|--------------------------------------|
| - Chicken pox | - Mononucleosis |
| - Impetigo | - Measles |
| - Ringworm | - German measles |
| - Mumps | - Hepatitis |
| - Meningitis | - Scabies |
| - Lice | - Scarlet Fever |
| - Gastroenteritis | - Whooping Cough |
| - Intestinal Parasites | - Severe Upper Respiratory infection |

When your child has been ill over the weekend or has been sent home from school due to illness or fever, please do not return the student to school until he is symptom-free and has had no fever for 24 hours.

Head Lice Policy

Phonics Phactory have a “no nit” policy and does periodic screenings throughout the school year. Students with head lice must be re-checked by the school nurse before returning to the classroom. This will help reduce the chance of widespread infestations.

Emergency Drills

Fire, tornado, earthquake drills and other emergency procedures in accordance with state regulations will be practiced and reviewed on a periodic basis.

At the sounding of the alarm system, each student should leave the room and walk quietly and briskly to the designated exit along the route outlined by the plan for that room. All doors and windows should be closed; lights should be shut off. Quiet must prevail during the entire procedure. Students are to stay together in their particular area outside with the teacher. Roll will be taken. Students are to remain in their group and return to class quickly and quietly when directed.

School Closing/Inclement Weather

It is understood that our families come from a variety of locations and weather conditions can vary greatly within a short distance. Decisions about school closure are made based on the conditions in the area of the school building. Parents/guardians and students can listen to local radio and television stations or check online at www.phonicsphactory.com. for announcements of school closings. The stations are as follows:

KXL 750 AM

KOIN Channel 6

KGW Channel 8

KPTV Channel 12 (FOX)

Do not call or have your children call administrators, office personnel, or teachers at home. Decisions are not normally made until late evening or early morning. As soon as a decision is made the information will be available on our school answering machine at 503-661-5632 starting at 6:45 a.m. and on the school website at www.phonicsphactory.com.

Should school be dismissed after students have arrived during the day, announcements will be made over the above stations as to dismissal time, and efforts will be made to contact parents/guardians about a dismissal time. During inclement weather, please refrain from calling the school just “to check” on things. At such times we need to keep lines and office personnel as free as possible in case of real emergencies.

Holidays

Most federal holidays fall on Mondays, homeschool days for our students, and so we do not need to take off an in-school day. Veteran's Day is an exception. November 11th occasionally falls on one of our in-school days and students are expected to be in class as usual unless notified otherwise. Please use your homeschool time to recognize the important contributions veterans have made to the freedoms we have and enjoy.

We observe Thanksgiving and Christmas with days off. Please see the school calendar for the length of these vacations.

Halloween is not recognized at our school and students are not allowed to dress up for this holiday. Please reserve celebrations of this day (if any) for your homeschool time.

The School Day

Yearly Class Schedule

The yearly class schedule begins during the month of September and ends during the month of May for all students.

Daily Class Schedule

The daily class schedule is Tuesday, Wednesday & Thursday from 8:20 a.m. - 2:40 pm. Elective classes are offered Mondays, Fridays and after school as scheduled.

Fridays and Mondays are homeschool times to complete the homeschool curriculum weekly assigned by the teacher. An average of four hours per day is expected by the time a student reaches the sixth grade.

The classrooms are open from 8:10 a.m. to 2:45 p.m. The school day begins at 8:20 a.m. each day. Students are dismissed at 2:40 p.m. Any student having to arrive early or stay late must report to the designated areas for supervision. **Students are not to be dropped off before 8:00 a.m. Students not picked up by 3:00 (or 25 min. after dismissal) will report to the office for supervision and a \$20 fee will be assessed for this service.**

Checking In/Out Of School

If it is necessary for your student to leave school other than at normal times, clearance with the school office must be obtained. Students will be released to their parents/guardians only, or to a designated person with prior permission. **Do not go directly to the classroom.** Report to the school office, and the teacher and student will be notified.

Students are to be signed out in the school office. People not recognized by staff should be prepared to show **picture identification**. The picture identification will be photocopied and kept on file until the end of the school year, at which time it will be shredded. Office staff will also verify that the person picking up a child has the pick up number for that child.

Students will not be released to the office nor will parents be allowed to the classroom between 2:20-2:40. If your student has an appointment right after school, please arrive prior to 2:00 for student checkout.

Students must check in and out through the school office when arriving late or leaving early. Students who arrive after 8:20 must check in at the office to receive a tardy hall pass. Only doctor and dentist appointments will be counted as excused tardies.

Students who become ill while at school will be sent to the school nurse who will help determine if the parent/guardian will be contacted to come and get them.

2018-2019

PRESCHOOL/PRE-K/KINDERGARTEN Drop off/Pick Up Procedure

The first day of school is Wednesday, September 12, Kindergarten: 8:20 a.m. and Preschool/Prekindergarten 8:20am as well. Please note that the school parking lot is reserved for preschool/kindergarten parents until 8:30 a.m., starting Wednesday, September 14.

PROCEDURE FOR CLASSROOM DROP OFF:

All parents of preschool, prekindergarten, kindergarten students are **REQUIRED** to walk their students to their classrooms and pick them up at the classrooms.

1st Session Preschool - Kindergarten parents are to use the center doors for entering. Please wait outside the center doors until the doors open at 8:15am. Please allow your elementary siblings to stand at the gym doors with the Service Block Parents. Elementary classrooms do not open until 8:10 am and they will enter through the gym doors. The office doors are for those conducting business in the office. The doors will open for pick up at 10:57am for you to enter to your students classroom where the teacher will release the student to you.

2nd Session Preschool - Kindergarten parents are to use the center doors for entering. Please wait outside the center doors until the doors open at 11:35 am. The office doors are for those conducting business in the office. The doors will open for pick up at 2:17pm for you to enter to your students classroom where the teacher will release the student to you. Please do not be late, since the parking lot traffic will begin to fill due to elementary kids being release at 2:40pm.

PROCEDURE FOR LATE ARRIVAL:

If you are later than 8:20 a.m., you need to park in the school parking lot and walk your child into the office if the center doors are no longer held open.

2018-2019 ELEMENTARY/MMU Before School Traffic Drop-off Procedure

Please read this procedure thoroughly before the first day of school.

The first day of school for grades 1- 10 is Tuesday, September 11, at 8:20 a.m. Please note that the school parking lot is reserved for preschool/ kindergarten parents from until 8:30 a.m., starting Wednesday, September 12

PROCEDURE FOR DROP OFF:

All parents of 1st - 10th graders are **REQUIRED** to use the Elk's parking lot to DROP off your children. Students may be dropped off at the gate in the Elk's parking lot between 8:00 a.m. and 8:20 a.m. Service Block parents will be at the gate and along the path to the school doors to ensure your children's safety. Please do not drop off until you see the volunteer. Students are to use the gym doors for entering. The office doors are for those conducting business in the office.

Cars will enter the Elk's parking lot from Division Street and turn right to go around the building. Pull up to the farthest orange cone to allow for 3 or 4 cars to unload between the orange cones at the same time. Once your students have unloaded and car doors are closed, continue driving cautiously around the Elk's building and exit back on to Division Street. Please unload your students between the orange cones, and only when a volunteer is present. The students will walk through the gate around the school to the gym doors. They will wait there in a respectful manner, until the doors open at 8:10 a.m. Students will be supervised while waiting for the doors to open.

PROCEDURE FOR WALKING IN:

If parents of children in grades 1-10 need to come into the school before 8:20 a.m., please park on the street being careful to not block our neighbors' driveways and mailboxes.

PROCEDURE FOR LATE ARRIVAL:

If you are later than 8:20 a.m., you need to park in the school parking lot and walk your child into the office. Late students must be signed in by the parent in the office. The only tardies that will be "excused" by the teacher is for appointments with a dentist/doctor. The child will need to have a blue slip from the office to get to class after the bell has rung.

2018-2019 ELEMENTARY/MMU After School Traffic Pick-up Procedure

Your new family traffic number for this school year (new numbers are issued to families each year) will be available for pick up at Open House. For increased security, these cards may not be duplicated. You will receive four complimentary cards for your convenience, and if you need more (i.e. for carpool cars), there is a \$1 fee per card. Please notify and pay for the extra cards in the school office. One of these cards must be displayed in the front window of your car when picking up your children after school.

PROCEDURE FOR PICK UP:

1. The pick-up process will begin at 2:40 p.m. Please do NOT come into the parking lot before 2:35 p.m. We have preschool and kindergarten classes who use the parking lot before that time. As cars drive into the school parking lot, a volunteer will note your family number. In the gym, the number will be called out and your child will exit the building and load into the car. Your child needs to memorize this number. For the first couple of weeks you might want to write down the number and keep it in their backpack for quick reference. If your child misses the first call of their number, the driver will be asked to pull forward and park until the child comes out. Paying close attention to the numbers being called and quickly exiting the building are essential to the efficiency of the system. We will all work hard to dismiss and load cars in a safe and timely manner.

2. Cars need to line up on 8th street driving west toward the school. **PLEASE DO NOT LINE UP BEFORE 2:10PM** The easiest way to get into position for pick-up is to drive east on Division, past Kane (257th), turn right on 8th, come down the street, and turn into the parking lot. The traffic flow pattern needs to be followed to ensure a safe and efficient system while keeping happy neighbors. We are all witnesses for Christ and want that reflected in our driving and pick-up procedures. Please be courteous and **don't block driveways, mailboxes, or side roads**. The whole process should be completed by 3:00-3:05 p.m.

3. If you are parking and walking up to the school to pick up your child, please arrive at 2:45 p.m. Parking is limited to the south side of 8th street. Do not use the Elk's parking lot, or apartment parking lots. We do not have permission to park at the Elks. Show your family number card to the person at the center doors of the school. Your number will be radioed to the gym and your child will exit and walk down the sidewalk to you. Please do NOT wait at the east gym doors nor enter the building. If you need to conduct business or speak with a teacher, please enter at the office (west) door after you have your child.

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4. All children not picked up by 3:05 p.m. will be escorted to the office. You will need to go inside the office to check out your child there. Children not picked up by 3:05 will be charged a late pick-up fee. We understand emergencies and circumstances may come up that

delay your pick up. If you will be delayed, please call or notify the office ASAP at (503) 661-5632.

5. Carpool! We strongly encourage you to arrange carpooling as often as possible. You just need to be sure your “carpool buddy” has one of your office-issued “family number” cards. There are some cars that will have 3 or 4 “family number” cards which is great! It saves gas, time, makes shorter traffic lines, and we get the kids out of the gym sooner. Carpooling is a win/win for everyone!

Attendance

In a three-day-a-week curriculum, class time is essential. Absences severely hamper progress. If a child is absent, a parent/guardian must contact the school, **preferably by emailing the teacher directly**, or by leaving a message before 9:00 a.m. If you leave a phone message, please leave the name of your child and child’s teacher. If it appears a student will miss more than one day, a parent/guardian may request makeup work in advance. Parents/guardians can expect to pickup makeup work, from the office, 24 hours after their request is made, preferably in the afternoon. All missed classwork and tests must be made up within a reasonable amount of time.*

Parents/Guardians who have phoned in an absence should send a note with their student when they return to class. Excuse notes or absence emails are to be addressed to your child’s teacher and should include the following:

- a. Reason for absence
- b. Date(s) of absence
- c. Parent/Guardian signature

Planned family trips require a Family Trip form that can be found online in Documents. Please submit the form at least one week in advance of your trip. All missed classwork and tests must be made up within a reasonable length of time*. Family trip absences will appear as unexcused on the report card—no exceptions.

(*A reasonable length of time will generally be from one school day to five school days depending on circumstances. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school before the test. Consideration will be given to students missing several days in a row or to those obviously too ill to prepare for school. As a general rule, for normal illnesses, all work missed should be made up within a week after returning to school. This includes incomplete marks on report cards. IT IS THE STUDENT'S RESPONSIBILITY TO ASK WHAT WORK HAS BEEN MISSED AND SEE THAT IT IS MADE UP.)

PLEASE DO NOT SCHEDULE VACATIONS DURING STANDARDIZED TESTING
Standardized tests MUST be taken the day scheduled. No exceptions.

Tardiness

If a student arrives after 8:10 a.m. they are considered tardy and must report to the office with a note from parent/guardian. After 8:10 a.m. all students must check-in at the school office and receive a tardy hall pass. **Excused tardies will be students with a morning doctor or dentist appointment only.** All other tardies will be unexcused. Parents/guardians of students who reach an unacceptable number of unexcused tardies will be contacted.

Grading Procedures

The Progress Report for each student is posted on our school website at mid-term of each report period. In addition to Progress Reports, student's Report Cards are posted each nine (9) weeks. Report Cards are to be printed, signed, and returned to the classroom teacher. Parents/guardians will access grades and progress reports through our website.

We schedule one Parent-Teacher conference time at the end of the first nine weeks of school. You are welcome to schedule other conferences with the teacher when you have concerns about your child's progress.

Our Grading System for Grades 1-5

Grades will be assigned as follows for 1st - 5th:

- A = 90% (and above) outstanding
- B = 80% above average
- C = 70% average
- D = 60% noticeably weak
- F = below minimum requirement
- N = not at current grade level

Our Grading System for Grades 6-10

Grades will be assigned as follows for 6th - 10th:

- A = 93% (and above) outstanding
- A- = 92%–90%
- B+ = 89%–87% above average
- B = 86%–83%
- B- = 82%–80%
- C+ = 79%–77%
- C = 76%–73% average
- C- = 72%–70%
- D+ = 69%–67% noticeably weak
- D = 66%–63%
- D- = 62%–60%
- F = below minimum requirement
- N = not at current grade level

Honor Roll

In order to make the Honor Roll, one must have a 3.5 to 4.0 grade point average. Grade point averages in grades 1-5 are determined using a 5-point scale. (*Pluses and minuses will not be counted when calculating the grade point.*)

Criteria to Repeat a Grade

The following shall be the established criteria for a student's repeating a grade at Phonics Phactory

Grades 1-10: Failure of two major subjects (Math, Language Arts, Reading, Social Studies/ Science) can result in the necessity to repeat a grade. All possible retention situations will be reviewed by the administration and a parent conference will be held.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents/guardians will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or permitted by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administration must also consider other factors such as those that relate to maturation, social development, and student access in comparison to other very intelligent students. At Mayer Christian Schools it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic as well as a steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

School/Home Communication

It is the desire of the school to provide information in a timely manner and through a variety of means. Teachers are expected to provide weekly communication through their classroom website. Parents are expected to check the classroom website a minimum of once a week. The school website (www.phonicsphactory.com) is used for all forms of communication including, but not limited to, progress reports, report cards, school events, and school closure information. **Parents/guardians are expected to have access to the internet. Families will enter an email address through the activation process that needs to be checked for school & classroom announcements.** Each teacher has a school e-mail address that you can use for communication.

Student Day Planners

All students will make use of a student planner to record homework and tests. Students will receive a day planner during the first week of school. It is the students responsibility to accurately record the assignments as given by their teacher. (In first grade, teachers begin working with the students to accurately document assignments. By sixth grade students are fully responsible for correctly writing down homework.) Parents/guardians should ask to see the planner daily in order to monitor homework. Parents/guardians should initial the planner on a regular basis. The frequency of initialing is dictated by the student's grade level. If lost or destroyed the student will be required to purchase a replacement planner.

Classroom Behavior

The classroom environment is to be conducive to learning. Our teachers have been delegated to provide the best learning opportunity possible; therefore, behavior that disrupts the learning environment is not permitted. Students are to be in class when the bell rings with books, paper, and writing materials. Students are to arrive rested and ready to learn. Teacher permission and a hall pass must be obtained to leave class. To receive the full benefit of instruction, students are to be in class at all times unless absolutely necessary to be excused. Classes will not be disturbed during class time unless absolutely necessary. Teachers will always be addressed with the proper respect.

Classroom Policies

Food Policy

- Students are to provide their own snacks & lunch daily. Fast food lunches are discouraged.
- Please limit beverages to water bottles only. Soft drinks are not allowed in the classroom.
- Chewing gum is not permissible during any part of the school day. Candy may be eaten only at snack time or lunch.

Illness Policy

Please respect the health of other children and do not bring a sick child to school. If your child has any of these symptoms, he/she is too sick to attend:

- Continuous runny nose or green nasal drainage
- Fever over 99 degrees in the last 12 hours
- Diarrhea in the last 24 hours
- Vomiting in the last 12 hours
- Discharge from a sore, eyes, or ears
- Contagious rash

Classroom Parties

At various times throughout the year, classrooms may arrange to celebrate a particular holiday. Food items provided for these parties must be commercially prepared (no home-baked items) and drinks will be limited to water. It is our desire to promote healthy living and eating and parents/guardians who provide food for such parties are encouraged to bring nutritious food items. Individual classroom teachers will determine the times and dates of these classroom parties and parent volunteers will help coordinate the event.

Birthday Treats

As with classroom parties, no home baked items are permitted in the classroom. Once a month the teacher will allow time to celebrate the months birthdays. Parents/Guardians of the birthday child(ren) are to coordinate the treats and limit the amount. Parents/Guardians should ask the teacher for time and date on which to celebrate the month's birthdays. They are encouraged to bring a healthy snack for all students in the class and refrain from bringing any beverage.

Parties/Invitations

It is our desire to develop within the classroom a sense of community where all members are accepted equally. Parents/guardians and students are requested not to distribute invitations for private parties through the school classroom. In the case where the invited group can be clearly defined without individual discrimination, i.e., all the boys; all the girls; all the class, distribution of these invitations may be considered if approved by the teacher.

Boy/Girl Relationships

As stated above, it is our desire to develop within the classroom a sense of community. We believe our young students should seek to develop friendships with all the members of their class and we discourage boyfriend/girlfriend relationships at school. Students will not be allowed to seek the individual attention of a student of the opposite sex, for the purpose of developing a closer relationship, while at school. We would appreciate your support in the home as well. We encourage you to monitor all your child's internet activity, phone calls, emails, texting, and Instant Messaging conversations.

Field Trips/Enrichment Days

Enrichment days will be scheduled during the school year. This may take the form of an all school learning assembly with age appropriate classroom activities to follow. For this reason, enrichment days are for Phonics Phactory students only. There may be a fee for the enrichment days. **Students will be required to wear uniform clothes on Extension Days.**

Field trips, if offered, are special opportunities for students within a particular classroom. For this reason, field trips are limited to students of that class. Siblings are not allowed. Every student must have a field trip permission form, signed by a parent or legal guardian, on file with the office/classroom teacher. Students are expected to conduct themselves in the same manner that they would while in school. All parents going on field trips must have a volunteer screening form on file in the school office before they can participate (for accountability purposes). **Students will be required to wear a uniform shirt with a logo on field trips. This eliminates the need for name tags.**

Teachers will make every effort to determine an accurate return time for field trips. Parents/guardians are expected to be prompt in the pick-up of students after a field trip. Teachers

cannot take students home and are not expected to wait more than 15 minutes past return time. Late parents/guardians should expect to be charged for extended supervision time.

Recess/Free Time Behavior

- Middle school students are not allowed to be loitering in the hallways during their recess time nor after school.
- While at recess students are to share and take turns on/with the equipment they choose to use.
- Students must stay in the areas designated by the adults for their recess time.
- Middle school students are expected to refrain from using the playground structure while other, younger classes, are present.
- Students are to return all playground equipment (balls, nets, etc.) to the proper place when finished with it.

Lockers

Lockers are the property of Mayer Christian Schools and are assigned to students in grades 7-10 for a period of one academic year. The lockers are subject to inspection by school officials without notice or prior consent. Locker use is a privilege and this privilege can be revoked at any time. Students will provide their own combination lock.

Concern For Property

Students should consider it a privilege to attend Mayer Christian Schools and therefore do all in their power to keep the building attractive and make the utmost use of all the facilities. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible severe disciplinary action.

Keys to Academic Success

The following guidelines will start the student on the road to success:

- Come to class rested and willing to learn wholeheartedly and participate appropriately.
- Accurately and dutifully write down assignments in the student planner and note additional instructions given in class.
- Use class time wisely.
- Faithfully turn in completed homework/classwork on time.
- Study for tests! (Each succeeding grade level will require an increased amount of study time.)
- Parents/guardians need to be involved in the educational process which starts with checking the planner regularly and the school web site weekly. (minimum) This **does not** mean doing the student's homework for them.

Academic Probation

It is our desire that our students perform up to their potential according to the gifts and abilities God has given them. If each student follows the guidelines given for succeeding in the classroom, they can expect to reach their academic potential. If the guidelines for success are not followed, then a student will not reach their academic potential. With that in mind, students may be placed on academic probation for any of the following reasons:

1. Cheating.
2. Failure to complete and/or turn in assignments when due.
3. Receiving an "F" in any course. Students will remain on probation throughout the following period and will be reviewed and cleared for extracurricular activities at the 3rd and 6th weeks of the grading period.
4. The cumulative GPA for any one grading period (quarter) is at a 2.0 or below. Students will remain on probation throughout the following grading period and will be reviewed and cleared for extracurricular activities at the 3rd and 6th weeks of the grading period.
5. The overall cumulative GPA falls below a 2.0. Students will remain on probation until the cumulative GPA reaches 2.0 or above. Students may become eligible to be involved in extracurricular activities at the 3rd and 6th weeks of each grading period if their GPA's reach a 2.0 or better.
6. Students on academic probation for more than two quarters will be in danger of expulsion.

Evaluation of Students on Probation

After a student has been on academic probation for a consecutive eighteen-week period (2 quarters), the student's progress will be evaluated by the administration. Based on the evaluation of the student's progress, the student may be:

- Removed from academic probation.
- Allowed to remain on academic probation for nine more weeks.
- Enrolled in a homework class or a tutorial class.
- Asked to withdraw from Mayer Christian Schools.

If the student's GPA does not rise to a 2.0 or above or is failing following the third consecutive 9 week probationary period, the student may be asked to withdraw from Phonics Phactory

Behavioral Expectations

The behavioral expectations of Mayer Christian Schools students includes but is not limited to:

- Behave appropriately. Misbehavior is a matter of choice.
- Accept responsibility for their behavior.
- Respect all teachers, adult supervisors, and each other.
- Respect the property of the school and of others.
- Respect the rights of the teacher to teach and fellow students to learn.
- Be obedient to all those in authority.

Student Code of Conduct

- The school and home must be parallel in disciplinary outlook for the moral training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable.
- The following guidelines will help as we build toward such an outlook. The responsibility and authority to discipline comes from God (Ephesians 6:1-4). Discipline has moral content. The foundation is our amenability to God and the revelation of His standard of conduct, which is both positive and negative. Disobedience is the core of sin (1 Peter 1:16). Christian love is at the heart of all discipline. Correction and chastening are an essential part of the firmness of love; they must be balanced. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. Both errors produce problems instead of solve problems (Proverbs 3:11-12).
- Discipline at Phonics Phactory is done with firmness and love, based on Colossians 3:25: “For he who does wrong will receive the consequences of the wrong which he has done, and that without partiality.” Our approach involves emphasis on the student’s responsibility in choosing how he / she will behave. Consequences are not seen as a punishment, but rather a result of choice on the part of the student.
- All discipline is designed to show the child’s sinful will and to lead him to trust Christ and to become a self-disciplined person who wants to do God’s will (Galatians 3:19-24). We hope to cooperate with the home in forming good habits in the student such as cheerful obedience to authority and school regulations when the person in authority is not immediately present. Such obedience should be willing and immediate. Responsibility and cooperation in all areas of school life are expected of students and parents/guardians. With this in mind, the following is a progressive pattern of discipline encounters and their most probable disposition.

Disciplinary Intervention

LEVELS OF DISCIPLINE INTERVENTION

Level 1 - Appropriate for Minor Acts of Misconduct

Classroom Discipline
Conference with student
Removal from the classroom for a period of time
Clean-up assignments
Phone call to parent/guardian
Email sent to student and parents/guardians

Level 2 - Appropriate for Intermediate Acts of Misconduct

Phone conference with parents/guardians
Student conference with administrator
Student and parent/guardian conference with administrator
Removal from school for the remainder of the day
Removal from extra curricular activities
Disciplinary probation for remainder of the semester or year
Suspension

Level 3 - Appropriate for Major Acts of Misconduct

Conference with Administrator
Disciplinary probation for remainder of the school year
Suspension
Dismissal

Minor Acts Of Misconduct - (Starts at Level 1 Discipline Intervention)

1. Minor acts of misconduct interfere with the orderly operation of the classroom or school activities.
2. Examples of minor acts include, but are not limited to: Disorderly behavior, disrespect for peers, unprepared for class, tardy to class, uniform code violation, excessive talking, unexcused absences, disruption of classroom activities, rebellious attitudes, disrespect for staff members, and inappropriate language.

Intermediate Acts Of Misconduct

1. INTERMEDIATE acts of misconduct indicate unwillingness to cooperate.
2. Examples of intermediate acts of misconduct include, but are not limited to: repeated minor acts of misconduct, bullying, willful destruction of property, insubordination, willful defiance of school policies and codes, skipping class, falling asleep in class, leaving without permission, profanity, vulgarity, suggestive language or gestures, cheating, public displays of affection, lying to a teacher or to the administration, and any conduct which is harmful to the Christian development of the student, as well as, to other students in the school.

Major Acts Of Misconduct

1. MAJOR acts of misconduct indicate an attitude of rebellion. When appropriate a report will be made to proper law enforcement agencies. Depending on severity, and at the sole discretion of the administration, a major act of misconduct may result in immediate dismissal.
2. Examples of major acts of misconduct include, but are not limited to: repeated intermediate acts of misconduct, inappropriate sexual conduct (kissing, petting, hand-holding, etc.), possession of pornographic or occult material, teasing or disrespect of anyone regarding race, gender or individuality, stealing, lying, violent threats, fighting, immoral conduct, vandalism, carrying, using, selling, buying or possession of illegal tobacco, alcohol, or drugs on or off campus, carrying a firearm or knife or anything construed as a weapon, tampering with safety equipment, and any conduct which is harmful to the Christian development of the student, as well as, to other students in the school.
3. Depending on severity, a major act of misconduct will usually result in suspension. Students will be warned that a second infraction of that nature may result in dismissal.

Disciplinary Probation-Disciplinary probation lasts for one semester or one year depending on the severity of the infraction and is at the discretion of the administrator. Students on disciplinary probation will have a behavior contract, will be excluded from classroom field trips or outings as well as extra curricular activities.

Dismissal - When a student has been dismissed, they are banned from the school campus and all school activities. If they are seen at the campus or an activity, they will be asked to leave or authorities will be called.

Uniform Code

Code for all Students 1st-8th

Uniform Code: Clothes are to be purchased from Lands' End. Use the school code number when ordering and that will allow you to choose only from the schools preferred uniform code.. Parents/guardians are encouraged to put their child's name on all garments worn to school.

Students are required to remain in uniform until they leave the campus unless permission is granted from the administration. Students are required to follow the dress and grooming code for all field trips and scheduled school activities unless notified in writing.

Uniform Colors include:

- TOPS/SWEATERS - white, burgundy maize, classic navy, French blue and blue (Black is available for MMU students only.)
- BOTTOMS/JUMPERS - classic navy and khaki
- Color choices for SOCKS and TIGHTS are solid white, black, navy or burgundy
- Color choices for LEGGINGS are solid white or navy (black allowed for MMU) for wearing under skirts and dresses only.
- You may wear any combination of colors and styles at any time.
- All hair accessories must be uniform colors.
- Brown or black belts required for grades 3rd -10th.

Elementary/MMU Shoe Policy:

All shoes must be a dress shoe style with an athletic shoe exception. To assist with understanding the guidelines there are visual examples of acceptable and non-acceptable footwear on the school website. Shoes must be worn at all times, clean, and have closed toes and heels. NO boots, Crocs, or sandals. NO canvas dress shoes allowed such as Toms, Bobs, or styles similar.

Boys: Shoes must be a **solid all brown or black dress shoe**

Girls: Shoes must be a **solid all brown, black, or navy blue dress shoe**

Athletic Shoe: **Strictly ALL WHITE or ALL BLACK athletic/tennis shoe.** The entire shoe must be all white or all black no exceptions (including soles, laces, and all accents).

P.E: During P.E, any athletic/tennis shoe is acceptable during participation for grades **3rd-8th**. All other times during the school day the above uniform shoe policy is required.

Jean and Logo Shirt Day: The first Thursday of every month will be a **Jean and School Logo Shirt Day** and the following guidelines are in place on those days:

- Jeans must be appropriate for school. Jeans that are tattered, with holes, or baggy are not acceptable. Boys must wear belts. Any school logo sweatshirt, t-shirt, or uniform shirt may be worn with jeans. No sport or team shirts will be accepted. Determination of appropriateness will be at the discretion of the administration and parents/guardians may be asked to bring other clothes if necessary.

General Code:

- All clothes should be clean and neat, free of holes, graffiti, or inappropriate words, logos, etc.
- Temporary tattoos, or body markings of any kind are not allowed.

Jewelry/Hats:

Boys: No earring, body piercing, or distracting jewelry are to be worn on campus or at school activities. No pocket chains, neck or wrist chains other than standard jewelry. Hats are not to be worn in the school building. No tattoos, permanent or temporary.

Girls: No more than 3 earrings per ear. No earrings in excess of 1/2 inch. No body piercing except for the ears. No pocket chains, neck or wrist chains other than standard jewelry. No large or chunky necklaces or bracelets. No tattoos, permanent or temporary.

Grooming Code:

Boys: Hair must be neatly groomed. Any dramatic hair coloration or extreme cuts of hair are not acceptable. Hair colors must be of a natural hue. The length of the back of the hair **cannot** touch the top of a standard shirt collar, may not be longer than the top of the eyebrows in front, and the bottom of the ear must show on both sides. Pony tails, duck tails, or pattern cuts are not permitted.

Girls: Hair must be neatly groomed. Any dramatic hair coloration or extreme cuts of hair are not acceptable. Hair must not hang over the eyes while at school. Hair colors must be of a natural hue. Makeup is not allowed for girls in grades K-4. Girls in grades 5-10 may wear makeup, if applied discretionally.

Violations of Dress Code:

- First Offense: The student will be issued a pink slip to notify parent of uniform infraction, so the necessary correction can be made.
- Second offense: Student is sent to office, parent/guardian is called, student remains in the office until appropriate attire is brought for them to wear.
- Continued violations will result in a parent/guardian conference that will involve corrective actions that may include detention or suspension from school. Repeated violations of the Uniform and Grooming Code conveys a lack of willingness to cooperate.

Cell Phones

Personal cell phones have become a common convenience for families. Some students possess cell phones to communicate with their parents/guardians. Since all communication with students should be done through the school office, or via email, there is no need for a student to use their cell phone during the school day. Therefore, all student cell phones should be turned off upon arriving at school and put in the phone locker grades 7th-10th. At the end of the day, 7th-10th may retrieve their cell phones from the lockers. Teachers will confiscate any cell phones found being used during school hours. The phone will be taken to the office and can be picked up by a parent/guardian after school.

Additional Technology Devices

Use of other technology devices such as iPads, Nooks, Kindles, and laptops are only permitted in grades 7-10 and only after the parent and student have signed a technology agreement. (Sixth grade students maybe given permission to use an e-reader only and each case is handled individually with the teacher.) The technology agreement outlines parent and student responsibilities as well as limitations for use of such a device. MMU students/parents/guardians should see their MMU teacher for more information about use of such devices in the classroom.

Child Protective Services

Child Abuse

The State of Oregon requires employees of schools to report any suspicion of child abuse. In the event an employee of Phonics Phactory becomes aware of potential child abuse occurring to a student enrolled at Phonics Phactory they must immediately inform the Administrator. The Administrator will then call the Department of Social Services to report the claim and will support the Department in its investigation. Employees cannot use their own judgment in determining whether the injuries or marks are the result of child abuse activity. Employees cannot subvert reporting of child abuse by policy.

Sexual Harassment Policy

It is our policy to practice equal opportunity without regard to an individual's gender, race, color, national or ethnic origin in the application of any policy, practice, rule or regulation. Any form of harassment, including sexual harassment, is absolutely prohibited.

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Limited Space Enrollment Policy

During re-enrollment in the spring, we will use the following policy to determine available space if needed. One point is designated for each of the following five categories below. If in the event enrollment exceeds available space, all students will be evaluated using this system for the upcoming school year.

Categories

+1: Siblings: At least one additional student is enrolled for the upcoming school year from one family.

+1: Registration Payment: Full registration payment, including book/supply fees for the upcoming school year, is completed.

+1: Financial History: Family must not have any late or missed payments on their school financial accounts for the current school year and also remain in balance through the end of May.

+1: Academics: Student must have not failed any of their classes for this school year.

+1: Length of time: Student has been enrolled in the school for the last 2 consecutive years.

These categories determine the point total give to each student enrolled for the upcoming school year. If the unlikely circumstance arises, where two students with the same total are vying for a spot, priority will be give to the student with a longer tenure, followed by number of siblings.

Re-enrollment has to be completed by *March 1st* in order to qualify for the limited space enrollment policy. If students are not enrolled, available space will be give to other registered applicants, regardless of their point total criteria.